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GOVERNOR

# State of Alabama Alabama Department of Corrections

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DONAL CAMPBELL  
COMMISSIONER

February 9, 2005

ADMINISTRATIVE REGULATION  
NUMBER 218

OPR: ADMINISTRATION

## ANNUAL AWARDS PROGRAM

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the Annual Employee Awards Program and outlines nominating procedures, awards criteria, methods of selection, and deadlines for recommendation.

### II. POLICY

It is the policy of the ADOC to foster morale and recognize deserving employees through the Awards Program.

### III. DEFINITION(S) AND ACRONYM(S)

This section not used.

### IV. RESPONSIBILITIES

- A. The Deputy Commissioner of Administrative Services has the responsibility for coordinating the Employee Awards Program.
- B. The Commissioner/designee will appoint the selection committee annually from a cross section of departmental employees.

### V. PROCEDURES

- A. Nominating
  - 1. Nominations for Employee of the Year, Professional Secretary of the Year, Clerical Personnel of the Year, Security Personnel of the Year, Support Personnel of the Year, Outstanding Maintenance Employee of the Year, Outstanding Steward of the Year, and Supervisor of the Year must be submitted through supervisory channels to the appropriate Deputy Commissioner to arrive no later than October 1<sup>st</sup> of each year. Any employee may submit a nomination and all nominations should be forwarded to the commissioner's office by November 15<sup>th</sup> of each year. Deputy

Commissioners are encouraged to add comments to any of the nominations. Heads of special staff agencies not under the supervision of a Deputy Commissioner may submit one nomination of each of the above categories directly to the Commissioner's office by November 15th.

2. Nominations for Correctional Officer of the Year may be submitted by the Wardens/Directors to the respective Deputy Commissioner of Operations or Institutional Coordinator of the Work Release Program to arrive no later than October 1<sup>st</sup> of each year.
3. Nominations for Warden of the Year – Any employee may submit a nomination and should be submitted to Deputy Commissioner of Operations to arrive no later than October 1<sup>st</sup> of each year. Nominations of Warden I of the Year should be submitted to the Institutional Coordinator to arrive no later than October 1<sup>st</sup> of each year.
4. Nominations for Division Director of the Year should be submitted any employee through the Deputy Commissioners to go directly to the Commissioner's office, to arrive no later than November 15<sup>th</sup> of each year.
5. Nominations for the Commissioner's Award may be submitted by the Deputy Commissioners, Warden – Levels III through I, or Division Directors directly to the Commissioner's office. Nominations must arrive by November 15<sup>th</sup> to be considered.
6. All nominations must be submitted in the format as outlined in Annex A, Nomination for Award. Each nomination will be judged on the basis of content. Selections will be made without regard to race, sex, religion, or country of origin.

B. Award Criteria

1. Must have worked for the ADOC for at least twelve months prior to the nomination.
2. Must have an exemplary work record for at least twelve months prior to nomination.
3. His/her immediate supervisor must receive the nomination even if nominated by someone other than immediate supervisor.
4. Must be clearly outstanding when compared with other employees of like duties and responsibilities. Outstanding accomplishments must be clearly delineated and supported with factual data included in the recommendation.

C. Selection Process

1. The selection committee will consist of six (6) members with a chairperson.

2. Committee selections will be made from the nominations to make a single department award for each category.
3. Committee selections will be made from the nominations to give awards to three (3) Correctional Officers of the Year, one (1) from each of the three regions.
4. The Commissioner will select the recipient(s) of the Commissioner's Award of the Year.

**VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. FORMS**

ADOC Form 218-A, Nomination for Award

**VIII. SUPERCEDES**

This regulation supercedes Administrative Regulation 218 dated March 5, 2001.

**IX. PERFORMANCE**

Code of Alabama, 1975, Sections 14-1-11

  
\_\_\_\_\_  
Donal Campbell, Commissioner

**ANNEX(S):**

Annex A to AR 218 - Annual Department Awards

## **NOMINATION FOR AWARD**

*(Please type or print)*

Name of Nominee: \_\_\_\_\_ Institution/Division: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_ Award Category: \_\_\_\_\_

Nominee's Present Position: \_\_\_\_\_

Date Appointed to Present Position: \_\_\_\_\_

How long has he/she been with the Department? \_\_\_\_\_

What specific achievements merit your nomination? \_\_\_\_\_

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In what ways does this employee excel over employees in similar positions? \_\_\_\_\_

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Immediate Supervisor's Comments: \_\_\_\_\_

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**ADOC Form 218-A – February 9, 2005**

## **ANNUAL DEPARTMENT AWARDS**

1. **Employee of the Year:** Must be an employee in a non-supervisory status or a supervisor of no more than two other employees.
2. **Professional Secretary of the Year:** Must have been working as a secretary for at least twelve months of the preceding year.
3. **Clerical Personnel of the Year:** Must have been working in a clerical support position such as a clerk or data entry operator for at least twelve months of the preceding year.
4. **Security Personnel of the Year:** Must have been working as a security person for at least twelve months of the preceding year.
5. **Support Personnel of the Year:** Must have been working in a support type position for at least twelve months of the preceding year.
6. **Outstanding Maintenance Employee of the Year:** Must have been working as a maintenance person for at least twelve months of the preceding year.
7. **Outstanding Chaplain of the Year:** Must be presently assigned as a chaplain for at least twelve months of the preceding year.
8. **Outstanding Steward of the Year:** Must be presently assigned as a steward for at least twelve months of the preceding year.
9. **Security Supervisor of the Year:** Must supervise three or more employees as part of his/her regularly assigned duties and not be eligible for selection as Warden of the Year, Director of the year, or Correctional Officer of the Year. Must have been in a supervisory position for at least twelve months of the preceding year.
10. **Support Supervisor of the Year:** Must supervise three or more employees as part of his/her regularly assigned duties and not be eligible for selection as Warden of the Year, Director of the Year, or Correctional Officer of the Year. Must have been in supervisory position for at least twelve months of the preceding year.
11. **Correctional Officer of the Year for Northern, Central, and Southern Regions :** Must have been performing duties as a Correctional Officer for at least twelve months of the preceding year.
12. **Warden III of the Year:** Must be presently assigned as a Warden III of a major institution.
13. **Warden II of the Year:** Must be presently assigned as a Warden II of a major institution or Warden of a Community Work Center, or equivalent.
14. **Warden I of the Year:** Must be presently assigned as a Work Release Director.
15. **Division Director of the Year:** Must be presently assigned as a division director, or director of a staff agency/institution with permanent status.
16. **Commissioner's Award of the Year:** Any individual who has been employed by the Department for at least twelve months who has performed well above the normal call of duty.

**Annex A to AR 218 – February 9, 2005**